

Office of Executive Inspector General  
Administrative Assistant  
Position Description

Posting Date: November 3, 2011  
Posting Close Date: Open until position is filled  
Salary Range: \$2,500.00 to \$5,000 Monthly

Subject to general supervision of the management staff of the Office of Executive Inspector General (OEIG), serves as an administrative assistant performing a variety of highly responsible and confidential duties including: answering the telephone, preparing correspondence, copying and distributing documents, creating a variety of documents, providing general office assistance such as file and record maintenance.

1. Responsible for serving as an administrative assistant for the office, answers telephone calls, directs calls to staff and takes messages; exercises judgment and discretion in referring callers to appropriate staff depending on nature of call; independently responds to routine non-technical inquiries about OEIG programs and operations; greets visitors to the Office and directs them to appropriate staff offices or meeting locations.
2. May assists with the initial review process ensuring that all complaints are entered timely and accurately in the database. Open and prepare case files from complaints received via the hotline, fax, or referrals. Responsible for forwarding incoming complaints that need immediate attention.
3. Provides clerical support and maintains various files, records and logs for supervisors, maintains calendars and coordinates meetings and appointments, makes travel arrangements as required.
4. Develops, types, edits, proofreads and distributes original correspondence, reports, charts and memoranda; maintains electronic and hard copy files of documents.
5. Assists with file maintenance and organization; makes copies and distributes documentation as directed.
6. Answers hotline calls, documenting requisite information associated with the complaints, entering information into a log which records all calls.
7. Assists with the coordination and tracking of investigative files.
8. May serve as, or assist, the Telecom, Vehicle and/or Travel Coordinator for the Office.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Management Staff of the Office of Executive Inspector General

SUBORDINATE POSITIONS: None

**REQUIREMENTS:** Requires knowledge, skill and mental development equivalent to completion of four years of high school; requires prior administrative experience or secretarial experience in a public or private organization; requires ability to effectively utilize a personal computer to type documents and to store information including utilizing applications such as Word and Excel; requires a high level of confidentiality and discretion based on content of work-related information.

**DESIRABLE REQUIREMENTS:** A minimum of 2 years of college or business education.

**POSTION INFORMATION AND LOCATION:** This is an exempt position with the OEIG a non-code state agency. The position is located in our Chicago office at 32 W. Randolph.

**HOW TO APPLY:**

Qualified applicants should download the OEIG employment application and submit the completed application, resume, and cover letter to the OEIG Human Resources Office, 32 West Randolph, Suite 1900, Chicago, IL 60601. Contact: Wendy Washington, Director of Human Resources – 312.814.1789.

**The OEIG is an Equal Opportunity Employer**